

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 17-467A	OPENING DATE: 17-Nov-2017	CLOSING DATE: 05-Dec-2017
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: Wing Command Chief Master Sergeant, D2166000, GS-0301-11, E9/CMSgt, MPCN:TBD
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****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR: OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 9E000	ASVAB: N/A
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current AGR members of the 162nd WG, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Due to Resource/Control Grade Limitations, only Current AGR CMSgt assigned to 162 WG can be considered.

NOTE: Any AGR selected must bring AGR resource with losing commander's approval

NOTE: Applicant must have 16 years TAFMS as of 1 January 2018.

NOTE: 3- year maximum Tour from date of hire.

NOTE: Must qualify for 9E000 (PULHES: 33333 / Strength Aptitude: G)

NOTE: Must have scored 80 or above on last two fitness tests.

NOTE: Completion of Chief Executive Course (CEC) is preferred.

NOTE: This announcement is being concurrently announced with a DSG Vacancy at the STATE level.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**

Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**

- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to manage, study, analyze, and oversee the administration, coordination, planning, development, and execution of all ANG enlisted member programs within their respective wing, with particular emphasis on readiness, morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment, reassignment, and utilization, as they affect the service contributions of wing enlisted personnel to the accomplishment of the federal, state and local missions.
2. Ability to prevent and solve complex issues affecting the ANG enlisted corps, and prompt and appropriate recognition of individual ANG enlisted personnel whose service is at a conspicuously high level of visibility.
3. Ability to conduct studies to develop plans and programs designed to develop and maintain the high enlisted esprit de corps and morale among wing enlisted Airmen in accordance with Air Force Instruction 36-2618 (The Enlisted Force Structure).
4. Ability to provide general supervision of the assigned ANG enlisted forces and is the functional manager for the wing First Sergeants, and the wing Honor Guard program.
5. Ability to work to further the intent of the Wing Commander's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall wing mission as it relates to mission requirements of the ANG.
6. Ability to communicate the Wing Commander's policies and programs to the force; active member of State Strategic Planning Team, Combat Action Team, Battle Staff, senior staff meetings, and other senior leader forums.
7. Ability to counsel ANG wing enlisted personnel on issues not referred through official military or technician chain of command. Advises the ANG Wing Commander and ANG State command group leadership and staff, as well as other appropriate supervisors, when there are contentions in the force; works with commanders and senior enlisted leaders to resolve conflicts. Analyzes reasons and

indicators, and determines best means of improvement and prevention of future conflicts in the enlisted corps. Analyzes new and far reaching policies that impact the ANG Wing enlisted personnel

SPECIALIZED EXPERIENCE: Must have at least 36 months experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations.

BRIEF JOB DESCRIPTION: This position is located at the 162d Wing, Tucson, Arizona. The purpose of this position is to serve as the Senior Enlisted Advisor in the wing, managing all military aspects of full time and traditional enlisted Airmen. As the ANG Enlisted Program Manager for the wing, the ANG Wing Command Chief Master Sergeant (CCM) with the guidance of the ANG State Headquarters CCM, serves as the primary advisor and spokesperson regarding ANG issues related to the analysis and enforcement of established policies and standards for all enlisted Airmen of the Wing. The Wing CCM is responsible for advising ANG commanders and staff on mission effectiveness, professional development, military readiness, training, utilization, health, morale, and welfare of the command's enlisted Airmen and takes action to address shortfalls or challenges. The Wing CCM provides leadership to the ANG enlisted force and is the functional manager for group superintendents and first sergeants in their wing. Program areas include military issues related to readiness, as well as the performance, care, conduct, dress and appearance, effective personnel utilization, management, training, and development of all enlisted Airmen within the wing. The Wing CCM is also responsible for ensuring subordinate ANG non-commissioned officers (NCOs) understands Wing Commanders strategic goals and objectives. The Wing CCM regularly interacts and advises all ANG Chief Master Sergeants and ANG senior enlisted leaders at group and squadron level. Participates in all unit level ANG advisory councils as well as an active member within ANG state and national councils when appropriate.

SELECTING OFFICIAL: Brigadier General Andrew MacDonald
